



## COMMUNITY DEVELOPMENT DIVISION

### Community Development Board Meeting Minutes

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#### Regular Meeting of the Community Development Board

January 2, 2018

**Board Members Present:** Becky Bey, Jim Corson, Rebecca Noell, Joe Stockburger, Patt Leikam, Bret Rutherford, Katrina Kruger

**Board Members Excused:** Laura Gittings-Carlson, Kathleen Candelaria

**Staff Present:** Brenda Beckett, Dina Harmon, Tam Rodier, Sandra Lopez, Wyeth Friday

**Welcome / Introductions / Announcements:** The Community Development Board met at its regular monthly meeting located in the 6<sup>th</sup> Floor Conference Room, Miller Building, 2825 3<sup>rd</sup> Avenue North, Billings, Montana. Board Chair, Becky Bey, called the meeting to order at 3:00pm.

**Public Comment:** No public comment was offered.

**Meeting Minutes:** Board member Patt Leikam moved to approve the December meeting minutes and Jim Corson seconded the motion. A vote was taken and the minutes were approved unanimously.

**Election of Officers:** Member Jim Corson nominated Becky Bey to continue to serve another year as Chair of the CD Board and Bret Rutherford seconded the motion. Becky accepted the nomination and after a voice vote, was appointed to a second year as Chair of the Board. Becky then nominated Jim Corson as Vice Chair for a second year, which was seconded by Rebecca Noell. A voice vote solidified Jim Corson's appointment to Vice Chair.

#### Staff Reports:

- **Foreclosure Acquisition / Housing Rehabilitation Program:** Staff reported that construction on 244 Terry is complete, is awaiting final inspection, and has been ordered an after-rehabilitation appraisal. After the Board meeting, members wanting to visit would be able to tour the completed property. The 30 South Plainview property is currently having a preliminary work list completed and costs are being researched.

One new Manufactured Home Repair Program application was received and preliminarily approved in December with funding available to assist up to two more home owners. Funding remains to assist four home owners with the Housing Rehabilitation Program. No new applications were received in November.

- **VISTA:** Recruitment for full year members beginning their service in January is complete. BMVP staff continues to work towards making the state-wide Pre-service Orientation in early January a success.
- **First Time Home Buyer Program:** Staff reported seven houses would close in January. Home funds have been expended, but CDBG and City Council funding remains to assist approximately 16 households.

**Allocations Process Review:** Staff reviewed the allocations process and presented drafted revenues for HUD programs (see attached).

**Tentative Year Review:** Staff presented the Board with a draft of the tentative timeline for the year for the CD Board.

**Neighborhood Concerns and Happenings:** Wyeth Friday mentioned that the task force leaderships will be undergoing a training given the changes in members and desire to maintain a standard across the City.

**Next Meeting:** Becky Bey adjourned the meeting and set the next for February 6<sup>th</sup>, 2018.

**COMMUNITY DEVELOPMENT DIVISION**

**ESTIMATED** Revenue FY 2018-2019

	CDBG	HOME	Totals
HUD Entitlement Grant	<b>\$550,000</b>	<b>\$275,000</b>	\$825,000
20% Cap on CDBG / 10% on HOME Admin	<b>\$110,000</b>	<b>\$27,500</b>	\$137,500
15% CDBG Public Service Cap	<b>\$82,500</b>	-	\$82,500
15% HOME CHDO Allocation Minimum	-	<b>\$41,250</b>	\$41,250
CDBG Available for Home Repair & Buyer	\$357,500	-	\$357,500
HOME Available for Home Buyer	-	\$206,250	\$206,250

*Current Balances as of January 1, 2018*

Accounts	New \$	Balance	Program Balances / Notes
FY16-17 CDBG Housing Rehabilitation	\$0	\$141	
FY17-18 CDBG Housing Rehabilitation	\$0	\$175,695	\$175,836
FY17-18 CDBG First Time Home Buyer	\$0	\$283,363	
FY16-17 HOME First Time Home Buyer	\$212,535	\$261,863	\$575,547
FY17-18 Council Funds	\$0	\$30,321	
FY16-17 CDBG Foreclosure	\$0	\$65,384	
FY17-18 CDBG Foreclosure	\$148,352	\$136,549	\$201,933
FY17-18 CDBG VISTA	\$0	\$33,623	Paying \$17k / quarter
FY16-17 NeighborWorks Riverfront Pointe II	\$0	\$75,000	Construction Starting March 2018

*Staff Recommendations as of February 6, 2018*

Budget Estimates	CDBG	HOME	Totals
CDBG Administration	<b>\$110,000</b>	-	\$110,000
VISTA Administration (Public Service)	\$75,000	-	\$75,000
HOME Administration	-	<b>\$27,500</b>	\$27,500
Set-Aside for CHDOs	-	<b>\$41,250</b>	\$41,250
Affordable Housing Development	\$0	\$0	\$0
First Time Home Buyer Program	\$115,000	\$206,250	\$321,250
Housing Rehabilitation Loan Program	\$50,000	-	\$50,000
Manufactured Home Repair	\$0	-	\$0
Foreclosure Acquisition Rehab	\$200,000	-	\$200,000

Total Allocated	\$550,000	\$275,000
Estimated \$ Available	\$550,000	\$275,000
Difference	\$0	\$0

Direct VISTA Grant	\$313,909
CNCS Member Support	\$171,017
<b>Total CNCS \$</b>	<b>\$484,926</b>

CDBG	\$550,000	42%
HOME	\$275,000	21%
VISTA	\$484,926	37%
<b>Total Budget</b>	<b>\$1,309,926</b>	

